APPENDIX A

Prescribed Procedure for the Issuance and Control of the Uniform Traffic Ticket

ADMINISTRATIVE OFFICE OF THE COURTS
STATE HOUSE ANNEX
TRENTON, N. J. 08625

INTRODUCTION

The purpose of this prescribed procedure is to assist the magistrates and court personnel in maintaining records essential to accuracy and convenience in properly accounting for all traffic tickets issued to local police officers. The information contained herein refers only to traffic tickets supplied to local police officers, and not to supplies of the uniform traffic ticket maintained by the Division of Motor Vehicles, the State Police and other agencies.

RESPONSIBILITY

The responsibility of the magistrate for the control of local traffic tickets is set forth in Rule 8:10-1(c) which states: "Every magistrate shall be responsible for all uniform traffic tickets issued to law enforcement officers or others in his municipality, and for their proper disposition, and shall prepare or cause to be prepared such records and reports relating to such uniform traffic tickets as the Administrative Director of the Courts shall prescribe." Rule 8:10-2 states: "Any person who aids in the disposition of a traffic ticket or summons in any manner other than that authorized by the court shall be proceeded against for criminal contempt in the manner provided by Rule 8:8-2."

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It is essential that the magistrate personally review the traffic ticket control record so that he can be satisfied that the record is maintained currently and properly in the manner prescribed by the Administrative Director of the Courts pursuant to Rule 8:10-1(c).

Uniform Traffic Ticket; Form

Rule 8:10-1(a) provides that the form of the uniform traffic ticket shall be prescribed by the *Administrative Director of the Courts.*

Before ordering supplies of the uniform traffic ticket from the printer, the magistrate should carefully check for the latest amendment of the form. He should also provide for the printing of consecutive serial numbers for all the tickets, and the serial number of each ticket must appear on all of its four copies.

Purchase of Traffic Tickets

Supplies of the uniform traffic ticket should be obtained through the appropriate municipal purchasing agent upon requisition of the magistrate. Delivery should be made to the *court,* which should check the order for ticket numbers and form. The supply should be so stored as to provide adequate protection against fire, or water damage or misuse. The supply should be accessible to only a limited number of responsible persons authorized by the magistrate.

Distribution to Police Officers

In municipalities where there are large numbers of police officers and distribution of books of traffic tickets to individual police officers is made by the police department, the

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Municipal Court should provide the police department with no more than a three-month supply on each written requisition. Tickets should be supplied in strictly consecutive serial number order, and a responsible high-ranking police officer should sign a receipt for them. Distribution of tickets to individual police officers is then made through the precinct stations by a responsible officer. Each police officer should sign a receipt for his tickets. A suggested form for the receipt is shown below:

• • •

RECEIPT FOR TRAFFIC TICKETS

Ticket Numbers ..... To ..... Inclusive

I have on (Date .....)
received the above Uniform Traffic Tickets and have examined same and find them properly numbered and in good condition.

X .....
(Signature of Police Officer)

Shield No. ..... Precinct No. .....

• • •

At the end of each day the officer in charge of the precinct should forward to the court clerk a report of the tickets supplied to police officers, stating specifically the date, inclusive serial numbers of the tickets supplied, and the name of each police officer who has received them. The court clerk should then promptly enter this information on the traffic ticket control record.

In the smaller municipalities where the court distributes tickets to the individual police officers, only a limited num-

ber of tickets should be supplied to an officer in accordance with the officer's activity in traffic cases. The entry on the traffic ticket control record should be made promptly by the court clerk when the tickets are supplied to each police officer. In every event the police officer must sign a receipt for the tickets supplied to him. Some of the smaller municipal courts have the police officers sign the "Name of Officer" column of the traffic ticket control record.

In the event that relatively inactive police officers have had books of tickets in their possession for several months or more, they should be requested to return the unused tickets to the court and new books should be issued to them. The old unused tickets should then be issued to the police officers who are most active in issuing summonses (such as the officers on parking meter duty) so that the older tickets will be used promptly. Proper entries as to the reissue of tickets should be made in the traffic ticket control record. In this way the record can be updated and the court clerk will have a smaller number of pages to work with when accounting for the tickets.

It is necessary that each police officer sign a receipt for all traffic tickets supplied to him, whether the officer receives the tickets from his superior in the police department or from the Municipal Court. The importance of distributing limited supplies, making distribution in strictly consecutive ticket serial number order, and of requiring receipts cannot be too strongly emphasized.

Traffic Complaints By Private Citizens

Private citizens wishing to file traffic complaints should be able to do so at police headquarters or in the Municipal Court. It is desirable to have a book of tickets charged

out to the court clerk and another to the chief of police for this purpose, or to have the ticket furnished to the private citizen making the complaint from the book of one of the police officers. Appropriate entries should be made in the traffic ticket control record. (See Specimen Ticket Control Record, Ticket #2716, page 6.)

TRAFFIC TICKET CONTROL RECORD

A specimen of the traffic ticket control record, with sample entries, is attached hereto, page 6.

The responsibility for properly maintaining the ticket control record rests with the magistrate, although he may assign the detail work to a *court employee* under his direct supervision. The magistrate's responsibility for traffic tickets as set forth in Rule 8:10-1(c) can be fulfilled only if adequate records are properly maintained and he elicits the cooperation of the local police and court personnel. Sample entries have been made to illustrate the information described in this prescibed procedure. It is recommended that the specimen form be studied carefully and that the records of the court follow this plan as outlined, with such minor modifications that are necessary to meet problems uniquely peculiar to the municipality.

This record is the inventory of *local* tickets only and should *not* include tickets issued to defendants by the State Police, Motor Vehicle Inspectors, and other agencies. It must be kept current by the court to show the *status and disposition* of each ticket. All traffic tickets supplied to *local* police officers *must be individually entered in the ticket control record in strictly consecutive sequence by ticket serial number.* Entries should be made in the traffic ticket control record when tickets are issued to officers

and currently thereafter as each case progresses. Specifically, further entry must be made therein when the ticket is filed with the court and again when the case is disposed of. *It is essential that the traffic ticket control record be kept up to date, regardless of the volume of local traffic tickets handled by the court.*

INSTRUCTIONS AND EXPLANATION OF SAMPLE TICKET CONTROL RECORD

Column 1—"Ticket Number": *Each individual traffic ticket must be listed separately in consecutive sequence by ticket serial number.* Some of the municipal courts have facilitated this work by having the consecutive individual traffic ticket serial numbers on the traffic ticket control record sheets *prenumbered* by the printer supplying the forms. The prenumbering can also be done by the court personnel, preferably with a numbering machine.

Column 2—"Date Issued": Enter the date that the supply of tickets was given to the individual police officer.

Column 3—"Name of Officer": Enter the name of the police officer who received the tickets. Police officers should be required to sign receipts for all tickets issued to them. In municipalities where there are only a few police officers the *personal signature* of the officer in *Column 3—"Name of Officer"* section of the traffic ticket control record can suffice as a receipt. In the larger municipalities the police officers should sign receipts that show the inclusive serial numbers of the tickets received. (See sample receipt, page 2)

Column 4—"Disposition of Ticket": Enter first the *docket number* (*"T" Number*) on the left side of the column. When the ticket is disposed of enter an abbreviated notation as to the disposition on the right side of the column.

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Each day police officers should submit to the court the original white "Complaint" copies of traffic tickets issued to defendants. ***Docket entries must be made as soon as possible after the complaint is filed with the court.*** The prompt docketing of traffic complaints, both parking and non-parking, is essential to the ticket control and to avoid the possibility of overlooking complaints in which there have been no appearances, adjournments, etc.

By docketing each traffic case promptly and noting the docket number in *Column 4—"Disposition of Ticket,"* the court clerk will be able to determine readily whether any tickets are unaccounted for. As an example, on the attached sample of the ticket control record, if an entry is made in *Column 4—"Disposition of Ticket"* for ticket numbers 2701, 2703, 2704, 2706, and 2707, it is apparent that 2704 must have been used by the police officer and he should be requested to account for the ticket. Numbers 2708, 2709, and 2710 would probably still be in his possession as unused tickets. All this information is easily seen by the blank spaces appearing in the *"Disposition of Ticket"* column of the traffic ticket control record.

The recommended procedure is to first put into consecutive traffic *ticket* serial number order all the complaints that are filed with the court each day. Summonses that have already been received by the violations bureau, with payment, should be attached to the complaints. Entries in the traffic docket should then be made for *all* traffic complaints, both parking and non-parking, ***whether or not the case has been completed.*** It is realized that for most of the parking cases the names and addresses of defendants will not appear on the complaints; nevertheless, it is essential that appropriate entries be promptly made in the traffic docket.

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The "T" Number (traffic *docket* number in consecutive order) should be entered on the face of each complaint when the docket entry is made. Rule 8:13(10(a) provides that upon *express authorization in writing from the Administrative Director of the Courts* the individual entry of parking cases in the traffic docket may be dispensed with. In these courts a rubber stamp impression showing the *date that the parking complaint was filed with the court* may be used in lieu of a "T" (docket) number.

For cases already paid through the violations bureau the reverse sides of the respective traffic complaints should also be completed. For all of the traffic tickets, both paid and undisposed of, the appropriate entries can now be made in *Column 4—"Disposition of Ticket"* in the traffic ticket control record. These entries are facilitated by keeping the complaints in consecutive *traffic ticket serial number order.*

In *Column 4—"Disposition of Ticket"* enter in the right-hand side of the column a brief note as to the disposition so that the ticket can be located and accounted for as necessary. It is sufficient to enter "Pd., "N.G.," "Dis.," as abbreviations for paid, not guilty, or dismissed respectively. If disposed of tickets are filed by date, the date of disposition should be entered. The traffic ticket control record should not be an unnecessary repetition of all the information contained in the traffic docket. The purpose of the traffic ticket control record is to account for every ticket; therefore, every entry on this record should be made with this purpose in mind.

Cases "closed' because of non-appearance of defendants in accordance with Rule 8:10-3, complaints dismissed because of faulty parking meters, and tickets voided, lost or

spoiled (which must be accounted for by a written report from the police officer to the magistrate) should be noted in the Disposition column of the traffic ticket control record, with date. For example, an entry for a spoiled ticket would be "Spoiled-Report rec'd *(date)*" as shown for Ticket Number 2706 on the attached specimen of the traffic ticket control record.

The following item appears on the monthly municipal court report, white form MM 9/64: "I have personally reviewed the traffic ticket control record this month and I am satisfied that this record is maintained currently and properly in the manner prescribed by the Administrative Director of the Courts pursuant to Rule 8:10-1(c)." The magistrate's signature on the report signifies that he has fulfilled his responsibility for the control of local traffic tickets.

Page

TRAFFIC TICKET CONTROL RECORD
(Insert Name of Municipality)

1	*2*	*3*	*4*	
Ticket Number	*Date Issued to Officer*	*Name of Officer*	*Disposition of Ticket Docket #*	*Disposition*
2701	7-1-64	John P. Jones	T-405	Pd. 7-2-64
2702			T-406	Pd. 7-2-64
2703			T-409	NG. 7-18-64
2704				
2705			T-416	

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Ticket Number	*Date Issued to Officer*	*Name of Officer*	*Disposition of Ticket Docket #*	*Disposition*
2706				Spoiled—Report rec'd 7-10-64
2707			T-420	
2708				
2709				
2710				
2711	7-3-64	Peter Bourne	T-407	Pd. 7-3-64
2712				Spoiled—Report rec'd 7-6-64
2713			T-411	Pd. 7-6-64
2714			T-412	Closed 8-10-64 per Rule 8:10-3
2715			T-413	
2716	7-6-64		T-414	NG. 7-17-64
Complaint signed by Mrs. Mabel Smith, 10 Oak Drive				
2717			T-415	
2718				
2719				
2720				

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Ticket Number	*Date Issued to Officer*	*Name of Officer*	*Disposition of Ticket Docket #*	*Disposition*
2721	7-7-64	Frank Doe	T-417	Pd. 7-7-64
2722			T-418	NG. 7-13-64
2723			T-419	Pd. 7-9-64
2724				Voided—Report re'cd 7-8-64
2725			T-421	
2726				
2727				
2728				
2729				
2730				

APPENDIX B

Annual Report of the Administrative Director of the Courts—1964-1965

TABLE A-1

APPEALS TO THE SUPREME COURT

SEPTEMBER 1, 1965 TO AUGUST 31, 1965
(39 SESSIONS OF COURT)

Status of the Calendar

Appeals on the Calendar September 1, 1964:		
Argued and held for further argument	3	
Not yet perfected	8	
Perfected and ready for argument	36	47
Appeals added:		
Notice of appeal filed during period	44	
Certifications granted on petition	24	
Certifications on Court's own motion	65	133
		180
Appeals removed from calendar:		
Appeals argued and decided	137	
Appeals dismissed before argument	4	141

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Appeals on the calendar September 1, 1965:		
Not yet perfected	28	
Perfected and ready for argument	11	39
Dates of filing of appeals on calendar:		
January 1, 1965 to March 31, 1965	8	
April 1, 1965 to June 30, 1965	20	
July 1, 1965 to August 31, 1965	11	39

Disposition of Appeals

Appeals argued during year	137
Appeals decided after argument	138
Appeals dismissed after argument	4

*135 arguments, see footnote.

Outcome of Appeals Decided

Affirmed	82	
Reversed	47	
Modified	4	
Remanded	3	
Dismissed	2	138

Classification of Appeals Decided

Appeals as of right	39	
Certification on petition granted	36	
Certification on Court's own motion	63	138

Note: The unit of this Table is the individual appeal. One or more appeals may be argued together as one case.

Source: Supreme Court Clerk's Office.